PebbleCreek Hiking Club Hike Index

System Manual

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Introduction

The PCHC Hike Index is an Excel-based system to manage the PebbleCreek Hiking Club's library of Hike Descriptions and Hiking Schedules.

The basic library functionality includes:

1. Creation, Update and Removal of Hike Description information
2. Management of Daily and Season Hiking Schedules
3. Structured reporting of Hike Description and Schedule information for communication via Email, Club Calendar and Club Website

Master Index

The Master Index is where all information related to each PCHC sanctioned hike is collected and managed.

While it looks like a regular Excel spreadsheet in use and design, the sheet also contains coded control routines that ensure that the data can be managed by multiple people and maintain integrity.

Functions that allow safe and secure maintenance of hike descriptive data include:

- Create New Hike (From blank sheet or by copying an existing Hike)
- Change a Hike Description
- Remove a Hike
- Undo Changes made to a Hike
- Scroll to a given Hike
- Reset Change Markers and History

Master Index - Overview

The Master Index is where all information related to each PCHC sanctioned hike is collected and managed.

General Rules:

- Data values in cells with a blue background can be updated
- Each cell updated is automatically highlighted with a green background
- Cells with a grey background cannot be changed and the values are controlled by the system
- Control buttons have a white background and have very specific purposes – more later in the manual
- Data values in many cells are managed using drop-down list values
- There are many cells, so the sheet allows scrolling from left to right as well as scrolling up and down

This cell indicates whether the hike is in the current season schedule

Control Buttons

Trail Number is always protected!

Green cells indicate the data has been recently updated

Blue Cells are unprotected and can be updated

This cell indicates the date and time the hike was last updated

Master Index – Control Buttons

Control Buttons should be used to control and support the main activities within the Master Index sheet. They ensure that all appropriate cross-checks and security activities are carried out to ensure integrity within the system
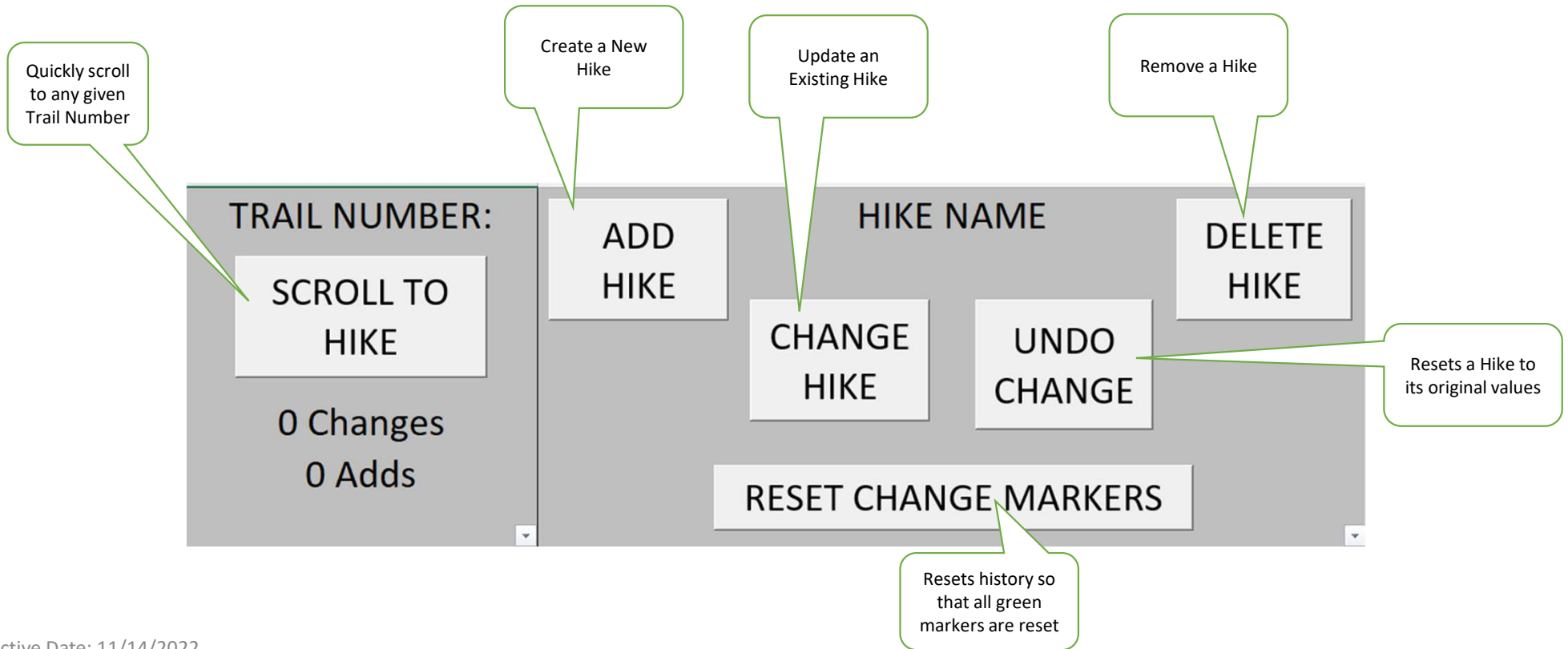
Master Index – Create New Hike

A New Hike can be created from a blank template or can be created using an existing hike as a template.

Each Hike in the library is uniquely identified by a new Trail Number that is automatically calculated by the system.

A data collection panel guides you through the data entry process - data can be keyed in or pasted field by field from another source. Prompts indicate if there is any missing required information.

The following pages describe the process of adding a new hike to the system

Master Index – Create New Blank Hike

A New Hike can be created from a blank template or can be created using an existing hike as a template. Each Hike in the library is uniquely identified by a Trail Number and is automatically calculated by the system.

To create a new blank template:

1 Click on New Hike

2 Leave Trail Number Blank

3 Click on Add New Hike

5 A new Unique Trail Number is calculated

4 A Blank Template opens – data can be entered or copy/pasted into the cells

Master Index – Create from an existing Hike

To copy an existing hike

1 Click on New Hike

TRAIL NUMBER
SCROLL TO HIKE
0 Changes
0 Adds

ADD HIKE

HIKE NAME

DELETE HIKE

CHANGE HIKE

UNDO CHANGE

RESET CHANGE MARKERS

Add a New Hike

Copy Trail Number: 16

Enter a Trail Number **2**

Add New Hike

Go Back

3 Click on Add New Hike

5 A new Unique Trail Number is calculated

Enter New Hike Data

New Trail Number: 743

Hike Definition

Hike Name:

Region: Superstition Mountains

Club Rating: A   Challenge: Yes   Reason for Challenge: Advanced route finding and scrambling skills required along the Bluff Springs Mountain Ridge

Distance (Miles): 14.1   Elevation Gain (Feet): 3300

Route Condition: Rough

Off Trail (%): 15

Route Shape: Loop

Route Direction: Counter Clockwise

Driving Distance (RT Miles): 140

Links

URL for Photographs
https://pchikingclub.smugmug.com/SuperstitionWilderness/Bluff-Springs-Mountain

URL for Map
https://pchikingclub.smugmug.com/Trail-Maps/Superstition-Wilderness-/i-Dw7DR3j

URL for GPX Track
https://1drv.ms/u/s!AgywFpJqBF4alx5AlshI2FxX741N

Hike Descriptions

Description: This is a 14+ mile loop trail following good trails with a bushwhack climb up and over the trailless Bluff Springs Mountain. Return via Terrapin, Crosscut and Peralta Trails. Spectacular views of Miner's Needle and unique views over Weaver's Needle. Total Elevation Gain 33 00'+

Important Information: Average trail for main hike loop. Steep rocky bushwhack/scramble to Bluff Springs Mountain summit - trailless peak. Difficult Scramble around summit ridge to Terrapin trail.

Trailhead Name: Peralta Trail

Trailhead Facilities: No park fee, restrooms are at the trailhead

Trails: Dutchman's Trail #104, Bluff Springs Trail #235, Bushwhack climb to Bluff Springs Mountain, Terrapin Trail, Crosscut Trail, Peralta Trail

Driving Directions: to Superstition Peralta Trailhead. Take I10 east to Hwy 60 east (HOV all the way). Go 8.5 mi past Apache Jct to Peralta Rd turnoff (approx. 32 mi. from I10). Turn left and the trailhead is about 9 miles down this road. The last 8 miles are on a well-maintained dirt road. Restrooms are at the

Add New Hike

Go Back

4 The existing hike's data is copied into the new hike template. Alter this data and create a hike name

Master Index – Saving the New Hike

6 Add or updated any data fields. The system will prompt you if required information is missing
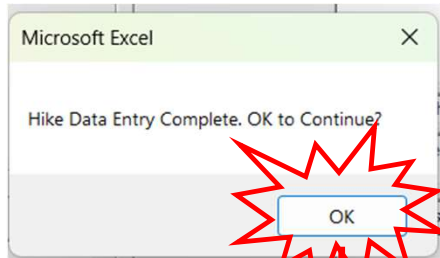

At any time Click Go Back to cancel the transaction. A new hike will not be created in the system

Click Add New Hike when all data fields have been keyed in or pasted from another source

7

Master Index – New Hike Added

8. After the Add New Hike button has been pressed then click OK on the Confirmation Request. The data collection form is closed and the Master Index sheet scrolls to a line containing the new hike information

TRAIL NUMBER:	HIKE NAME	REGION:	HIKING CLUB RATING:	DISTANCE (MILES):	TRAILS:	DESCRIPTION:	IMPORTANT INFORMATION:	TRAILHEAD NAME:
743	NEW HIKE FOR TRAINING	Superstition Mountains	A	14.1	Dutchman's Trail #104, Bluff Springs Trail #235, Bushwhack climb to Bluff Springs Mountain, Terrapin	This is a 14+ mile loop trail following good trails with a bushwhack climb up and over the trailless Bluff Springs Mountain. Return via Terrapin, Crosscut and Peralta Trails. Spectacular views of Miner's Needle and unique views over Weaver's Needle. Total Elevation Gain 33 00'+	Average trail for main hike loop. Steep rocky bushwhack/scramble to Bluff Springs Mountain summit - trail-less peak. Difficult Scramble around summit ridge to Terrapin trail.	Peralta Trailhead

Master Index – Change an Existing Hike

Hike descriptive data can be changed in one of two ways:

Enter data directly within the Master Index sheet or
Enter via the Change Existing Hike Data form via the Change Hike button

Either way, the changed data field is highlighted in green and the date and time of the change is recorded in the system.

Drop down lists aid the collection of the data and rules are built into the system to ensure that all required information is entered.

The following pages describe the process of changing hike descriptive information

Master Index – Update a Hike in the Master Sheet

Locate the hike in the Master Index Sheet

Key in changes in each of the data fields or click in each cell and then paste data from another source

Changed cells are highlighted in green and the Last Updated Date and Time is updated

Master Index – Update a Hike via the Change Form

1 Click on the Change Hike Button

Enter the Trail Number you want to change and click on Change Hike

2

Key or paste in changes within the form and click Change Hike

3

Changed cells are highlighted in green and the Last Updated Date and Time is updated

Master Index – Delete an Existing Hike

Hikes can only be deleted from the Master Index if they have not been used in a hike schedule

The principal use of this function is to remove hikes that have been unnecessarily added to the library
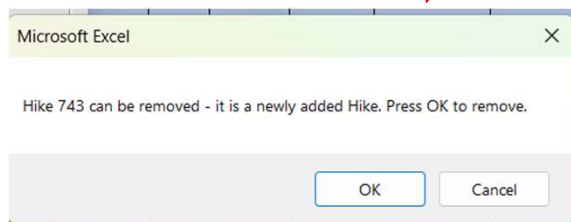
The following pages describe the process of deleting a hike from the library
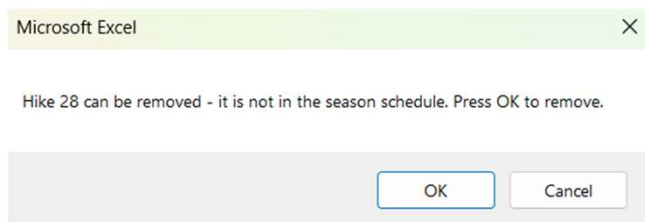
Master Index – Deleting a Hike

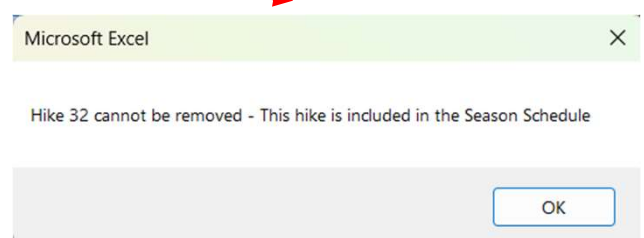① Click on the Delete Hike Button and enter the Trail Number of the hike to be removed
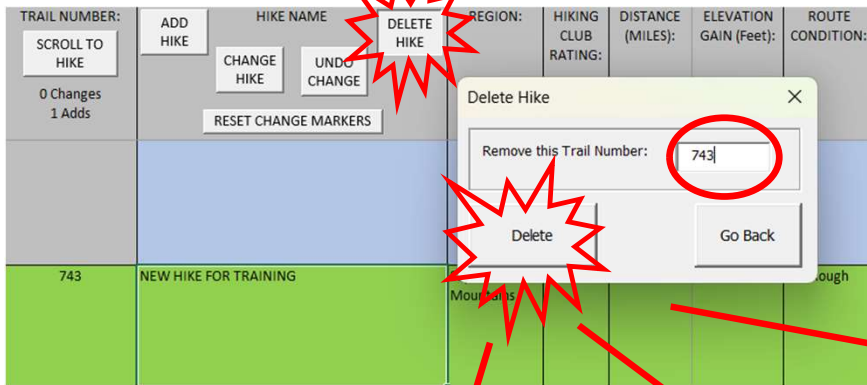
② Press Delete

Hike 743 can be deleted as it is a recently created hike – clicking OK will <u>remove</u> the hike

Hike 28 can be deleted as it is not used in a season schedule hike – clicking OK will **remove** the hike

Hike 32 will not be deleted as it is used in a season schedule hike – clicking OK <u>not remove</u> the hike

Master Index – Undo Changes

Changes made to hikes in the current session can be reversed back to their original state. There are limitations to this as it is based on the last time that the Change Markers were reset.

This function only reverses changes to an existing hike and will not reverse a newly added hike. Use the Delete Hike functionality for that purpose.

The following pages describe the process of reversing changes from a hike

Master Index – Undo Changes to a specific hike

① Change was made to trail number 1 (Distance changed to 16 miles). To undo the change, click on the Undo Change button.

② Enter the Trail Number in the opened form then click Undo. On the confirmation panel click OK

③ The original values are restored (Distance back to 17 miles). The Last Updated Date and Time is also restored

Master Index – Reset Change Markers

Once happy with the changes made to hikes in a particular update session, it is a good idea to reset Change Markers.

Not only does this clear the green highlighted cells but also creates a master index backup of the library in readiness for the next set of changes. It is this backup that the Undo Change function restores data back to in an emergency situation.

The following pages describe the process of resetting Change Markers

Master Index – Reset Change Markers

① After an update session (changes/adds) it is a good idea to tidy up the system by resetting the change markers and creating a new baseline for the next update session

② Click OK and a new baseline is saved and all highlighting reset

Master Index – Scroll to Hike

To locate a specific hike in the Master Index by trail number then click the Scroll to Hike button. This will move the requested hike to top of the screen.

Additionally, typing in the letter T will scroll to the top of the Master Index and typing in the letter B will scroll to the bottom of the list.

The following pages describe the process of scrolling to a hike via Trail Number

Master Index – Scroll to Hike

① To scroll to a specific Trail Number click the Scroll to Hike button

② Enter a Trail Number and click Go To Hike

Note:
T scrolls to the Top
B scrolls to the Bottom

T scrolls to the Top

B scrolls to the Bottom

③ Scroll to Trail Number 300

Season Schedule Management

This sheet is the central location for reviewing and reporting on the season schedule. The season schedule is the consolidation of all the individual hike coordinator schedules within the system.

The sheet's operations include the following:

1) Refresh – this operation creates the season schedule from all individual schedules. Either the complete season or an individual hike coordinator schedule can be refreshed.
2) Generate Reports – this operation creates reports in PDF and in Excel versions. Additionally, this is where the process of creating weekly emails is began.

Process to send weekly schedules by email

The system enables the automatic building of email content to be sent to hike coordinators and the hiking club membership.

The system calendar calculates which hikes are in the Current week or in a future week. The future week immediately after the current week is known as the Draft week – at a certain point in the calendar Draft week schedules are considered the Final Draft in readiness for communicating to the hiking club members

The system provides the capability
1) To send the Draft week schedule via email to the hike coordinators
2) To send the Final Draft week schedule via email to the hiking club
3) To resend the Current week schedule at any time to allow for any schedule changes

Process to send weekly schedules by email (1)

==Mondays – the Draft week schedule is to be sent to Hike Coordinators==

i) Open Hike Index workbook and select the Season Schedule worksheet
ii) Click Refresh button and select the Full Schedule Refresh option. Click Refresh.
iii) When refresh is complete then Click the Generate Report button
iv) Select Specific Week Option
v) Select Initial Draft Option
vi) Select Long Style Report Option
vii) Select Email Format Option
viii) Click Create Report button
ix) Enter any specific message to Hike Coordinators
x) Click Send Email to HCs button
xi) Outlook Opens with To, CC and Reply-To fields filled out and the Body containing the Draft week's schedule
xii) Press the Send button. Leave outlook open and click on the Sent directory to check the email has sent

Process to send weekly schedules by email (2)

<mark>Fridays – the Final Draft week schedule is to be sent to Hiking Club Members</mark>
i)   Open Hike Index workbook and select the Season Schedule worksheet
ii)   Click Refresh button and select the Full Schedule Refresh option. Click Refresh.
iii)   When refresh is complete then Click the Generate Report button
iv)   Select Specific Week Option
v)   Select Final Draft Option
vi)   Select Long Style Report Option
vii)   Select Email Format Option
viii) Click Create Report button
ix)   Enter any specific message to the hiking club members
x)   Click Send Email to PCHikers button
xi)   Outlook Opens with To, CC and Reply-To fields filled out and the Body containing the Draft week's schedule
xii)   Press the Send button. Leave outlook open and click on the Sent directory to check the email has sent